



Live Fear
Free Helpline

Providing confidential support
and information on domestic
abuse, sexual violence and
violence against women in Wales

Llinell Gymorth
Byw Heb Ofn

Darparu gwybodaeth a chefnogaeth
cyfrinachol ynghylch trais domestig,
trais rhywiol a thrais yn erbyn merched
yng Nghymru

0808 80 10 800



**Cymorth i Ferched Cymru
Welsh Women's Aid**

Rhoi Merched a Phlant yn Gyntaf
Putting Women & Children First

May 2019

Dear Applicant,

Re. Head of Public Affairs and Communication

Thank you for the interest you have shown in the above post and in joining Welsh Women's Aid. For more information about our work, please see below and also visit our website: www.welshwomensaid.org.uk

Please find enclosed an application pack which includes:

- Information for applicants (pages 2-4 of this document)
- Job description and person specification
- Application form
- Equality monitoring form (anonymous)

Please return your completed application form and equality monitoring form via email to recruitment@welshwomensaid.org.uk, or post hard copies to Recruitment & HR, Welsh Women's Aid, Pendragon House, Caxton Place, Pentwyn, Cardiff, CF23 8XE by the closing date for this position – 12 noon, Thursday 6th of June.

Yours faithfully,

Emma Harris
HR and Business Support Manager
Welsh Women's Aid

Pendragon House, Caxton Place | Pentwyn, Cardiff | CF23 8XE
Tel: 02920 541551 | Fax: 02920 736128
Email: info@welshwomensaid.org.uk | Web: www.welshwomensaid.org.uk

Registered Charity Number: 1140962





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INFORMATION FOR APPLICANTS

Applying for a job with Welsh Women's Aid

We aim to ensure that every applicant is treated fairly, which means that we are not able to consider personal knowledge about you. The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for the selection process. Your application form is therefore very important and the following advice is designed to help you compete it as effectively as possible.

The **person specification** is the list of criteria or requirements regarded as necessary for the post. To be considered for an interview you have to fulfil each point of the person specification, demonstrating your abilities by telling us about your experience, skills and knowledge.

Before you fill in the application form look at the person specification and decide how to relate your skills, knowledge and experience to each point. Use your past and present jobs, interests and skills.

Remember that voluntary work or work at home can be as valuable as paid employment. Also consider how your experience and knowledge matches our values.

It is important that your application relates to the job you are applying for. Give examples of the work you have been involved in, remembering to specify your own responsibilities rather than those of your team or department.

The application form should be filled in as completely and as clearly as possible so that we can consider all applicants on the same basis. Make sure you complete the form clearly. You may wish to continue your application on one or more separate sheets, which should be attached to the application form. The additional information section should not be too lengthy, use your judgement to make sure you have conveyed how you have the skills and experience to do this job.

Please give as your referees your current and most recent employers where possible. Send your form to us by the deadline, keeping a copy.

Shortlisting

After the closing date, the application forms are read very carefully to see how each person's skills and experience relate to the skills and experience in the person specification. Applicants who meet these requirements are shortlisted for interview. Only information contained in the application will be considered in making the decision to shortlist.

Interviews

The interview panel is normally made up of two or three people who ask each candidate questions covering the relevant criteria, to allow you to expand on your application and show how you meet the essential requirements of the post. Depending on the role, you may be asked to complete a

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task/presentation either at or before the interview. You will have the opportunity to ask questions about the job and about working at Welsh Women's Aid at the end of the questions.

Panel members keep a record of their assessment of each applicant so that the reasons for their decision are clear and consistent.

Feedback

If you are unsuccessful and feel that feedback on your interview would be helpful in applying for other jobs, please write to the HR and Business Support Manager who will be pleased to arrange this for you.

About Welsh Women's Aid

Welsh Women's Aid is the umbrella membership organisation in Wales that supports and provides national representation for the independent third sector specialist services in Wales. These services deliver life-saving and life-changing support and preventative work in response to violence against women, domestic abuse and sexual violence, as part of a network of UK provision.

Our vision, mission and values

Vision: A world in which women and children live free from actual or threatened domestic abuse and all forms of violence against women.

Mission: To prevent domestic abuse and all forms of violence against women and ensure high-quality services for survivors that are needs-led, gender-responsive and holistic.

To achieve this, we collaborate nationally to improve community responses and agencies' practice in Wales for the benefit of survivors, informed by evidence and research into the prevention of abuse. We aim to ensure survivors' engagement is central to our work.

Values: The values and principles that inform our work are founded on gender equality, human rights and non-discrimination:

Feminism and equality: We work within a feminist ethos and as part of the movement for social justice, which advocates for and proactively attains women's rights on the grounds of political, social, and economic equality.

Empowerment: We advocate a rights-based approach and create a context in which women and children can achieve self-determination and empowerment, so they can flourish and reach their full potential.

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Collaboration: We are committed to working together with survivors, our membership and with external partners, sharing knowledge and expertise to maximise every opportunity to make progress towards our vision.

Integrity: We keep survivors voices at the centre of our work, and hold ourselves individually and collectively accountable for our actions and act according to our beliefs and values at all times.

Excellence: Our services evolve in response to emerging needs, changing populations and new/revised ways of thinking about violence against women and children, and we are committed to ensuring we deliver the best that we can possibly achieve.

For more information please see our most recent annual report, which is included in this job pack and also available from our website: <http://www.welshwomensaid.org.uk/about/annual-reports/>.

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